

## Bowhill Primary School

### Personnel and Curriculum Meeting

<b>Date of meeting</b>	13 <sup>th</sup> January 2015 6.00 pm Film Club Room	<b>Present</b>	Caren Brooks(CB), Reg Edwardson(RE), Karen Cronin(KC), Stephen Cousley(SC), Caroline Havard(CH), George Littlejohn(GL), Ruth O'Neale(RO'N), Darren Wallis(DWs), Debra Ward(DWd) and Karen Webb(KW)
		<b>Apologies</b>	Rebecca Rankin (RRn)
	<b>Minute</b>	<b>Actions</b>	
<b>1</b>	<b>Fire Alarm</b> There is no fire test today If the alarm sounds then make your way quickly and safely to the playground		
<b>2</b>	<b>Business interests</b> None Declared		
<b>3</b>	<b>To receive apologies</b> Apologies received as above.		
<b>4</b>	<b>To consider the minutes from the Personnel and Curriculum Committee meeting held on Tuesday 11<sup>th</sup> November 2014</b> Minutes approved as accurate record of meeting, together with Part Two Minutes.		
<b>5</b>	<b>To discuss matters arising from minutes</b> Item 8. Pay Policy duly adopted by FGB at Meeting on 25 <sup>th</sup> November 2014		
<b>6</b>	<b>To review TISP/Maths Progress</b> APMC Governors KC,SC and CQ. Meeting held today and Minutes will be forwarded to Governors.  KG will circulate updated TISP to Governors and CB requested that they pay particular attention to Term Two. Term One tasks have been completed. Progress to Date will also be circulated.	KC and KG  KG	
<b>7</b>	<b>To review SMIP/SEF and Safeguarding</b> All teachers and teaching assistants reviewed the SMIP and progress to date and no major changes and TISP reflects the SMIP and vice versa. CB attending Getting to Good OFSTED Training on Friday. Safeguarding 1 child on Child Protection Plan, 4 Children in Need, 13 DAF and 1 CAF, 2 targeted families. In response to Governors questions CB explained old statement system and the new DAF system, together with criteria for targeted families.		

<b>8</b>	<p><b>To review Equal Opportunities &amp; Race Equality Policy</b></p> <p>Policies circulated to Governors prior to Meeting</p> <p>The Equal Opportunities Policy was reviewed by Governors and an amendment made to Point 3. The Policy was then adopted.</p> <p>The Race Equality Policy was re-adopted with no amendments following answers to Governors questions around the ECM.</p>	
<b>9</b>	<p><b>To review Extra Curricular Activity Policy</b></p> <p>Policy circulated to Governors prior to Meeting</p> <p>Governors were happy to re-adopt Policy.</p> <p>CB confirmed that outside users have adequate insurance cover.</p>	
<b>10</b>	<p><b>To review Staff Leave and Absence Policy</b></p> <p>Policy circulated to Governors prior to Meeting</p> <p>Governors were happy to re-adopt Policy.</p>	
<b>11</b>	<p><b>To review Probationary Policy for Support Staff</b></p> <p>Policy circulated to Governors prior to Meeting.</p> <p>The Governors had reviewed Policy and are happy to adopt.</p>	
<b>12</b>	<p><b>Governors Report</b></p> <p>Governors will submit Reports during this half-term after visits to Year Links.</p>	
<b>13</b>	<p><b>To consider any other matters</b></p> <p>Sex Education Policy to be checked with RR prior to circulation to Governors for review and adoption at next Meeting.</p> <p>CB advised that we have one teacher on temporary contract and would like the Governors to approve this to be changed to a permanent contract. Governors would be happy to support in light of new directive.</p> <p>SC requested to know about the wellbeing of the staff and members of staff present contributed to the discussion. The Governors would like thank all the staff for all their hard work.</p> <p>RE would like to thank CB on behalf of the Governors for all the extra work that she has and is doing after the RI Ofsted including preparing work plans and setting up training for staff.</p>	KG
<b>14</b>	<p><b>To agree dates of next meetings</b></p> <p>B&amp;F 20<sup>th</sup> January</p> <p>P&amp;C 24<sup>th</sup> February</p> <p>B&amp;F 3<sup>rd</sup> March</p> <p>FGB 17<sup>th</sup> March</p>	

There being no further items to discuss the meeting closed at 7.24 p.m.

Signed ..... Dated.....